



# McAlester City Council

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## NOTICE OF MEETING

### Regular Meeting Agenda

Tuesday, December 12, 2017 – 6:00 pm  
McAlester City Hall – Council Chambers  
28 E. Washington

John Browne .....	Mayor
Weldon Smith .....	Ward One
Cully Stevens .....	Ward Two
Travis Read.....	Ward Three
Robert Karr, Vice Mayor .....	Ward Four
Buddy Garvin .....	Ward Five
Jason Barnett.....	Ward Six
Peter J. Stasiak .....	City Manager
William J. Ervin .....	City Attorney
Cora M. Middleton.....	City Clerk

*This agenda has been posted at the McAlester City Hall, distributed to the appropriate news media, and posted on the City website: [www.cityofmcalester.com](http://www.cityofmcalester.com) within the required time frame.*

*The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.*

*The McAlester City Hall is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 918.423.9300, Extension 4956.*

### **CALL TO ORDER**

*Announce the presence of a Quorum.*

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### **INVOCATION & PLEDGE OF ALLEGIANCE**

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### **ROLL CALL**

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### **RECOGNITION AND AWARDS**

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The Mayor and Council would like to recognize Ms. Marva Elizabeth Harvey.

The Mayor and Council would like to recognize all of the city employees and volunteers involved in the installation of the ADA Playground located in Chadick Park.

### **CITIZENS COMMENTS ON NON-AGENDA ITEMS**

*Residents may address Council regarding an item that is not listed on the Agenda. Residents must provide their name and address. Council requests that comments be limited to five (5) minutes.*

### **CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A. Approval of the Minutes from the October 24, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for November 22, 2017 through December 6, 2017. *(Toni Ervin, Chief Financial Officer)*
- C. Consider and act upon, to approve a Memorandum of Understanding for Emergency Law Enforcement Response between the City of Eufaula Police Department and the City of McAlester Police Department. *(Gary Wansick, Chief of Police)*
- D. Concur with the Mayor's appointment of Mr. Randy Hass to the Expo Board for a four year term to expire in June, 2021. *(John Browne, Mayor)*
- E. Concur with the Mayor's reappointments of Ms. Tedi Graham, Ms. Sabra Tate, and Ms. Rachel Gronwald to the Community Tree Board for terms to expire in September, 2019. *(John Browne, Mayor)*
- F. Concur with the Mayor's appointment of Mr. Richard Askew to the Community Tree Board for a term to expire in September, 2019. *(John Browne, Mayor)*
- G. Concur with the Mayor's appointment of Mr. Chris Plunkett to the Ethics Board for a term to expire in February, 2018. Mr. Plunkett is to replace Mr. T. Shawn Howard. *(John Browne, Mayor)*
- H. Consider and act upon, a \$250 one-time net pay for all full and part time regular employees. *(Peter Stasiak, City Manager)*

### **ITEMS REMOVED FROM CONSENT AGENDA**

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**PUBLIC HEARING**

*All persons interested in any ordinance listed under Scheduled Business shall have an opportunity to be heard in accordance with Article 2, Section 2.12(b) of the City Charter.*

**CONSIDER AND ACT UPON AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA; AMENDING MCALESTER CITY CODE CHAPTER 2, ADMINISTRATION, ARTICLE III, DIVISION 1, SECTION 2-79, BOARD OF ETHICS, REPEALING ALL CONFLICTING ORDINANCES, AND PROVIDING FOR SEVERABILITY.**

**AN ORDINANCE AMENDING CHAPTER 62, LAND DEVELOPMENT CODE, OF THE MCALESTER CITY CODE BY CREATING SECTION 62-274, COTTAGE HOUSE DEVELOPMENT OVERLAY DISTRICT; REPEALING ALL CONFLICTING ORDINANCES AND DECLARING AN EMERGENCY.**

**AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF FIVE EIGHTHS PERCENT (.625%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE); SAID EXCISE TAX TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED, EXCEPT AS PROVIDED ABOVE; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

**AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF ONE HALF PERCENT (.50%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE); SAID EXCISE TAX TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF**

**TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED, EXCEPT AS PROVIDED ABOVE; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

**AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF ONE EIGHTH PERCENT (.125%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE); SAID EXCISE TAX TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED, EXCEPT AS PROVIDED ABOVE; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

**AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF ONE EIGHTH PERCENT (.125%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE); SAID EXCISE TAX TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED, EXCEPT AS PROVIDED ABOVE; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND**

**ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO. AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, RELATING TO THE IMPOSITION OF A CITY EXCISE TAX (SALES TAX) OF ONE EIGHTH PERCENT (.125%) (IN ADDITION TO ANY AND ALL OTHER EXCISE TAXES NOW IN FORCE); SAID EXCISE TAX TO BE LEVIED UPON THE GROSS PROCEEDS OR GROSS RECEIPTS DERIVED FROM ALL SALES TAXABLE UNDER THE OKLAHOMA SALES TAX CODE; PROVIDING FOR THE USE OF THE PROCEEDS OF SAID EXCISE TAX; PROVIDING FOR THE EFFECTIVE DATE OF SAID EXCISE TAX; PROVIDING FOR SUBSISTING STATE PERMITS; PROVIDING FOR PAYMENT OF TAX; PROVIDING THAT THE TAX IS IN ADDITION TO TAXES CURRENTLY LEVIED, EXCEPT AS PROVIDED ABOVE; INCORPORATING CERTAIN PROVISIONS OF PRIOR CITY ORDINANCES; PROVIDING FOR AMENDMENTS TO THIS ORDINANCE; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE ARE CUMULATIVE AND IN ADDITION TO ANY AND ALL TAXING PROVISIONS OF OTHER CITY ORDINANCES; PROVIDING FOR SEVERABILITY OF PROVISIONS; AND CONTAINING OTHER PROVISIONS RELATED THERETO.**

## **SCHEDULED BUSINESS**

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1. Consider and act upon, an ordinance amending City Code Chapter 2, Section 2-79, Board of Ethics, to designate a Chairperson be nominated and approved during the first meeting of the board each June. *(Cora Middleton, City Clerk)*

### Executive Summary

Motion to approve the amended ordinance.

2. Consider and act upon, authorizing the Mayor to sign a Professional Services Agreement with Meshek & Associates, PLC for Phase II Stormwater Management Program Assistance for the City of McAlester to meet Oklahoma Department of Environmental Quality (ODEQ) requirements and EPA'S National Pollutant Discharge elimination System (NPDES). *(David Horinek, Public Works Director)*

### Executive Summary

Motion to approve authorizing the Mayor to sign a Professional Services Agreement with Meshek & Associates, PLC for Phase II Stormwater Management Program activities during FY 2017-2018 for a fee not to exceed \$72,500.

3. Discussion and possible action, on approval of certain costs related to the Fire Department. Funds to be used from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services. *(Brett Brewer, Fire Chief)*

## Executive Summary

Motion to approve the repair and maintenance of our SCBA Packs and masks. The cost of the repairs not to exceed \$2000.00. Repairs to be made with funds from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services.

4. Discussion and possible action, on approval of certain costs related to the Fire Department. Funds to be used from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services. *(Brett Brewer, Fire Chief)*

## Executive Summary

Motion to approve the purchase of 8 new SCBA Mask. The cost of the masks not to exceed \$7,000.00. Purchase to be made with funds from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services.

5. Consider and act upon, a resolution setting the election dates for Wards 2, 4, and 6. *(Cora Middleton, City Clerk)*

## Executive Summary

Motion to approve resolution setting the election dates for Wards 2, 4, and 6.

6. Consider and act upon, an ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency. *(Jayme Clifton, Community & Economic Development Director)*

## Executive Summary

Motion to act upon and approve the above ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency and authorizing the Mayor to sign the ordinance.

7. Consider and act upon, Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking in the sum of \$15,247.00, with Sam Azarian dba J & S Construction & Demolition in the sum of \$8,500.00, and with Dustin Harris dba Harris Construction Services in the sum of \$7,899.98. *(Jayme Clifton, Community & Economic Development Director)*

## Executive Summary

Motion to award Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking in the sum of \$15,247.00, with Sam Azarian dba J & S Construction & Demolition in the sum of \$8,500.00, and with Dustin Harris dba Harris Construction Services in the sum of \$7,899.98 and to authorize the Mayor to execute the respective Building Demolition & Site Clearance Contracts.

8. Consider and act upon, an ordinance imposing an excise tax of five eighths percent (.625%) for the purpose of funding improvements to City infrastructure and the remaining one eighth percent (.125%) for economic development, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Cully Stevens, Councilman, Ward Two)*

## Executive Summary

Motion to approve an ordinance imposing an excise tax of five eighths percent (.625%) for the purpose of funding improvements to City infrastructure and the remaining one eighth percent (.125%) for economic development, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

9. Consider and act upon, an ordinance imposing an excise tax of one half percent (.50%) for the purpose of funding repairs, maintenance, construction, and improvements to City infrastructure, replacing an existing one half percent (.50%) expiring on July 1, 2018. Said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Joe Ervin, City Attorney)*

## Executive Summary

Motion to approve an ordinance imposing an excise tax of one half percent (.50%) for the purpose of funding repairs, maintenance, construction, and improvements to City infrastructure, replacing an existing one half percent (.50%) expiring on July 1, 2018. Said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

10. Consider and act upon, an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for Economic Development of the City of McAlester, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Joe Ervin, City Attorney)*

## Executive Summary

Motion to approve an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for Economic Development of the City of McAlester, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

11. Consider and act upon, an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for The McAlester Public Schools (Pittsburg County ISD-80) to construct a new Early Childhood Center and to construct safe room/structures in existing McAlester Public School Facilities, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Joe Ervin, City Attorney)*

## Executive Summary

Motion to approve an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for The McAlester Public Schools (Pittsburg County ISD-80) to construct a new Early Childhood Center and to construct safe room/structures in existing McAlester Public School Facilities, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

12. Consider and act upon, an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for the McAlester Regional Health Center Authority to construct a modern regional cancer treatment center to provide expanded cancer care and ancillary services for Southeast Oklahoma, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Joe Ervin, City Attorney)*

Executive Summary

Motion to approve an ordinance imposing an excise tax of one eighth percent (.125%) to provide revenues for the McAlester Regional Health Center Authority to construct a modern regional cancer treatment center to provide expanded cancer care and ancillary services for Southeast Oklahoma, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code.

- 13. Consider and act upon, to adopt a resolution authorizing the calling and holding of a special election in the City of McAlester, State of Oklahoma, for the purpose of submitting to the registered qualified electors of said city the question of approval or rejection of ordinances relating to excise tax (sales tax), replacing expiring excise taxes, and in addition to all present city, county, and state excise taxes and containing other provisions relating thereto. *(Joe Ervin, City Attorney)*

Executive Summary

Motion to adopt a resolution authorizing the calling and holding of a special election in the City of McAlester, State of Oklahoma, for the purpose of submitting to the registered qualified electors of said city the question of approval or rejection of ordinances relating to excise tax (sales tax), replacing expiring excise taxes, and in addition to all present city, county, and state excise taxes and containing other provisions relating thereto.

- 14. Consider and act upon, to authorize the Mayor to issue a proclamation for the special election regarding the excise tax (sales tax) propositions for the McAlester. *(Joe Ervin, City Attorney)*

Executive Summary

Motion to authorize the Mayor to issue a proclamation for the special election regarding the excise tax (sales tax) propositions for the McAlester.

**NEW BUSINESS**

*Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes*

**CITY MANAGER’S REPORT (Peter J. Stasiak)**

- Report on activities for the past two weeks.

**REMARKS AND INQUIRIES BY CITY COUNCIL**

**MAYORS COMMENTS AND COMMITTEE APPOINTMENTS**

**RECESS COUNCIL MEETING**



**CONVENE AS McALESTER AIRPORT AUTHORITY**

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*Majority of a Quorum required for approval*

- Approval of the Minutes from the November 28, 2017, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending December 6, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item H, a \$250 one-time net pay for all full and part time regular employees. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 1, an ordinance amending City Code Chapter 2, Section 2-79, Board of Ethics, to designate a Chairperson be nominated and approved during the first meeting of the board each June. *(Cora Middleton, City Clerk)*

**ADJOURN MAA****CONVENE AS McALESTER PUBLIC WORKS AUTHORITY**

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*Majority of a Quorum required for approval*

- Approval of the Minutes from the November 28, 2017, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending December 6, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item H, a \$250 one-time net pay for all full and part time regular employees. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 1, an ordinance amending City Code Chapter 2, Section 2-79, Board of Ethics, to designate a Chairperson be nominated and approved during the first meeting of the board each June. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item 2, authorization for the Mayor to sign a Professional Services Agreement with Meshek & Associates, PLC for Phase II Stormwater Management Program Assistance for the City of McAlester to meet Oklahoma Department of Environmental Quality (ODEQ) requirements and EPA'S National Pollutant Discharge elimination System (NPDES). *(David Horinek, Public Works Director)*
- Confirm action taken on City Council Agenda Item 6, an ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency. *(Jayme Clifton, Community & Economic Development Director)*

- Confirm action taken on City Council Agenda Item 8, an ordinance imposing an excise tax of five eighths percent (.625%) for the purpose of funding improvements to City infrastructure and the remaining one eighth percent (.125%) for economic development, in addition to any and all other excise taxes now in force; said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Cully Stevens, Councilman Ward Two)*
- Confirm action taken on City Council Agenda Item 9, an ordinance imposing an excise tax of one half percent (.50%) for the purpose of funding repairs, maintenance, construction, and improvements to City infrastructure, replacing an existing one half percent (.50%) expiring on July 1, 2018. Said excise tax to be levied upon the gross proceeds or gross receipts derived from all sales taxable under the Oklahoma Sales Tax Code. *(Joe Ervin, City Attorney)*
- Confirm action taken on City Council Agenda Item 13, to adopt a resolution authorizing the calling and holding of a special election in the City of McAlester, State of Oklahoma, for the purpose of submitting to the registered qualified electors of said city the question of approval or rejection of ordinances relating to excise tax (sales tax), replacing expiring excise taxes, and in addition to all present city, county, and state excise taxes and containing other provisions relating thereto. *(Joe Ervin, City Attorney)*
- Confirm action taken on City Council Agenda Item 14, authorization for the Mayor to issue a proclamation for the special election regarding the excise tax (sales tax) propositions for the McAlester. *(Joe Ervin, City Attorney)*

## ADJOURN MPWA

## RECONVENE COUNCIL MEETING

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## ADJOURNMENT

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## CERTIFICATION

*I certify that this Notice of Meeting was posted on this \_\_\_\_\_ day of \_\_\_\_\_ 2017 at \_\_\_\_\_ a.m./p.m. as required by law in accordance with Section 303 of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: [www.cityofmcalester.com](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**